



Delivery Checklist

Customer Name: _____

Stock: _____ Vehicle: _____

☐ New ☐ Used ☐ Located-Signed window sticker _____

Salesperson Checklist:

Copy of:

- Drivers License
- Insurance
- Registration
- Co Buyer???

Signed

- Privacy Notice
- 4 Square
- Credit App
- Payoff to _____
- We Owe
- New Miles: _____
- Trade Miles: _____
- Deery Protection Plan (Form)
- OS+Form Signed

TITLE/PLATES

- New Plates
- Transferred Plates
- Business trade
 - Tonage??? _____

Sales Manager Checklist

- Invoice/Lender Sheet
- Credit APP
- Deal Loaded in ADP
 - Reg AMT & Month (Arts)
 - Cust Info (DL, ADD, DOB, SSN)
 - Miles (New & Trade)
 - Insurance Info
 - We Owe
- Finance Deal-with?
- Cash Deal-Lien Holder???
- Special Credit

DEPOSIT

AMT \$ _____

Collected by _____

Date: _____

REFUND TO CUST??? ☐ YES ☐ NO

Refunded by _____

Date: _____

DOWN PAYMENT

AMT: \$ _____

TOTAL COLLECTED \$ _____

FI INITIALS _____ DATE: _____

DOM CASTLE (ALL NEW VEHICLE)

- NVDR
 - Date: _____
- Claim Rebates
- Print Rebates Claimed
- OS+Form Signed

Notes:
